

# Completing the Eligibility Application: The Four Steps



On the Way to CPA . . .

**T**he *Eligibility Application* process involves both the Texas State Board of Public Accountancy (TSBPA) and the National Association of State Boards of Accountancy (NASBA). To apply for one or more sections of the Uniform CPA Examination, begin by submitting an *Eligibility Application* to the Board and paying applicable fees.



You may register to take one, two, three, or four sections during any 90-day eligibility period, but you must pay for ALL sections for which you register. You may NOT take the same section more than once within a testing window.



Fees are not subject to refund, transfer, or extension.



Within each 90-day eligibility period, there are only 60 days when testing can occur and 30 days when the examination is not available. The exam is not available during March, June, September, or December. The 90-day period cannot be extended.

## Step I. Completing and Submitting the Eligibility Application

- Each section of the exam may be taken independently of other sections, and sections may be taken in any order.
- You will have only **90 days** from the date your application is approved by the Board to pay NASBA all examination fees for the section(s) for which you are approved, schedule with Prometric, and take those sections of the exam.
- Success rates tend to be higher for candidates who prepare for and take only one or two sections at a time. You should apply for only as many sections as you think you can adequately prepare for and take within your 90-day eligibility period.
- There are no extensions to the 90-day eligibility period.

### BENEFITS OF APPLYING FOR A SINGLE SECTION OF THE CPA EXAM

1. You may select the section that you wish to take within the 90-day eligibility period assigned by the Board.
2. You have more time to study, take review courses, and prepare for the section you wish to take.
3. You may schedule, prepare, and test around the demands of your professional and personal life.
4. You will pay both the Board and NASBA for only the section that you select and not forfeit fees because you are unable to finish multiple sections within the 90 days allotted you.
5. You may select the date, time, and Prometric location that best suits your schedule.

### Forms and Fees Required with the *Eligibility Application*

The following forms and fees are required with each *Eligibility Application* submitted to the Board. Complete all areas of the *Eligibility Application* and make any necessary changes to your address or contact information.

**I. Examination Agreement.** This document is included in the online application process. Read and execute the document. You are required to follow the terms of the *Examination Agreement* for each test section taken.

**NOTE:** *Name changes* require additional documentation, such as a copy of your marriage license, divorce decree, or court order; accompanied by a notarized copy of your social security card and current driver's license. A new ID card is also required. You may apply online using your former name and submit documentation by mail to change your name in our records.

**2. Fees.** You must pay TSBPA's nonrefundable, nontransferable fee of \$20 for each section of the exam for which you are applying. The Board accepts American Express, Discover, MasterCard, or Visa.

**3. ID Card.** The Board issues identification cards that can be used as a second form of ID to gain admission to the testing facility. The form used to prepare the card is provided.

## Step 2. The Approval Process

When the Board receives your online *Eligibility Application*, it will be processed quickly—usually within 24–48 hours. The Board will verify with NASBA that you are not currently testing as a candidate of another board of accountancy and that you are eligible to schedule the section(s) you have indicated on the *Eligibility Application*. Once your application is approved, the Board will send an *Approval Notice* giving you a 90-day Eligibility Deadline. **This is the date by which you must test on all sections for which you have applied on this *Eligibility Application*.**

## Step 3. Paying NASBA Exam Fees

### Exam Fee Payment Coupon

Soon after receiving the *Approval Notice* from the Board, you will receive an *Exam Fee Payment Coupon* from NASBA, sent by U.S. mail, Fax, or e-mail, based on the method of contact you indicated on the *Eligibility Application*. If you do not receive the *Payment Coupon* within 10 days, contact the Board at (512) 305-7851. The *Exam Fee Payment Coupon* will indicate the fees that you must pay for the exam section(s) approved by the Board. NASBA accepts payment by check, money order, or credit card. Paying online at [www.NASBA.org](http://www.NASBA.org) by credit card expedites the process. Fees for each section are based on costs for computer seat time, grading, and security measures provided before and during testing. Use the schedules at the right to determine the total amount of your exam fee payment to NASBA for the sections you have applied to take.

### NASBA Fee Schedules

#### Single Section Fees\*

AUD	\$190.35
BEC	\$171.25
FAR	\$190.35
REG	\$171.25

\* You may not take the same section more than once within a testing window.

## Step 4. Scheduling Your Examination

### Notice to Schedule

After your examination fees are received, NASBA will send you a *Notice to Schedule* (NTS). This will be sent by U.S. mail, Fax, or e-mail, based on the method of contact you indicated on the *Eligibility Application*. The NTS will list the section(s) that you are approved to take, as well as the deadline for testing. If you do not receive the NTS within 48 hours after paying by credit card online or within two weeks after paying by check or money order, you should contact the Board office at (512) 305-7851. **You are required to have the NTS with you at the time of scheduling and testing.**

### Verification

Upon receipt of your NTS, verify that all information is correct and that your name as it appears on the NTS matches EXACTLY your name on the identification documents that you will use during check-in at the test center. **If the names do not match, immediately contact the Board to request a correction.** You will not be allowed to test if the name on the identification documents does not exactly match the name on the NTS.

## Testing Centers

Upon receipt of your NTS, you may schedule to take the section(s) at any Prometric testing center in the United States or U.S. territory. The NTS will include information to assist you in contacting Prometric. The Board's website, [www.tsbpa.state.tx.us](http://www.tsbpa.state.tx.us), lists Prometric test centers in Texas. All Prometric test centers are listed at [www.prometric.com](http://www.prometric.com).

Schedule your exam as early as possible. There are no extensions to the 90-day eligibility period set by the Board.

Qualifications team members can answer your questions during business hours, M-F 8-5 Central:  
Phone 512-305-7851; FAX 512-305-7875; e-mail [exam@tsbpa.state.tx.us](mailto:exam@tsbpa.state.tx.us).